



CITY OF TUCSON PLANNING & DEVELOPMENT SERVICES  
DEPARTMENT  
**OVERLAY ZONE APPLICATION**

☐ **Scenic Corridor**      ☐ **Hillside Development**      ☐ **Environmental Resources**      ☐ **Wash**

**CASE NUMBER:** \_\_\_\_\_ **DATE ACCEPTED:** \_\_\_\_\_

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**PROPERTY INFORMATION:**

Project Address: \_\_\_\_\_

Property Tax Code(s): \_\_\_\_\_ Zone: \_\_\_\_\_

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**APPLICANT/CONSULTANT:**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**OWNER:**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**PRESUBMITTAL REQUIRED**

**DATE ATTENDED:** \_\_\_\_\_

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**OTHER INFORMATION:**

Proposed Use (please be specific): \_\_\_\_\_

Size of Property: \_\_\_\_\_

Include any information, which would help in the review of this application. If the changes are limited to only part of the site, such as in remodeling a building or changing signage, please indicate. If any variances or modifications of the *Land Use Code (LUC)* or other regulations will be required for the project, please indicate.

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**PLEASE CROSS REFERENCE ANY APPROPRIATE CASE NUMBERS:**

CDRC: \_\_\_\_\_ BOARD OF ADJUSTMENT: \_\_\_\_\_ REZONING: \_\_\_\_\_

LOT DEVELOPMENT OPTION: \_\_\_\_\_ OTHER: \_\_\_\_\_

ACTIVITY #: \_\_\_\_\_

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**SIGNATURES:**

I CERTIFY THAT ALL INFORMATION CONTAINED ON THIS APPLICATION IS COMPLETE AND TRUE TO THE BEST OF MY KNOWLEDGE. IF UNAUTHORIZED ENCROACHMENT INTO AN AREA PROPOSED FOR NON-DISTURBANCE OCCURS, ALL WORK MUST STOP AND THE PUBLIC NOTIFICATION PROCESS MUST BE COMPLETED.

OWNER/APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

This application is to be filed at the City of Tucson Development Services Department, 201 N. Stone Avenue, Tucson, Arizona. Please submit a complete, accurate, and legible application accompanied by the appropriate plans, documentation, and fees. This will assist us in processing your application. The total fee for review of this application is \$566.50. Please make your check payable to the "City of Tucson."

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**NEIGHBORHOOD NOTIFICATION:**

Prior to submitting an application, the applicant is required to offer to meet and discuss the proposed development on a specific date with the owners of properties which are within 300 feet of the site and with the neighborhood associations that are on record with the City's Department of Neighborhood Resources Office in the area in which the proposed development is located. Staff suggests that the ward office be included in this notification (Chapter 23A, Section 2.2.2.1).

The applicant is required to provide written proof of the offer to meet with the neighborhood, as well as documentation on any meetings resulting from the neighborhood contact. A summary of what was discussed at the meeting is also required. This meeting must be held prior to submittal of the application.

MEETING DATE: \_\_\_\_\_ DOCUMENTATION INCLUDED: \_\_\_\_\_

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## MATERIAL REQUIRED WITH ALL APPLICATIONS

**Incomplete applications will not be accepted.** Contact the Development Services Department regarding requirements for limited changes such as signage. The same information submitted to the City must be provided by the applicant to the neighborhood associations required to receive notice.

- ☐ 4 copies of the site plan or development plan (folded 8 ½" x 11"). (See Development Standards 2-02.0 and 2-05.0 for requirements.)
- ☐ 4 copies of the landscape plan (folded 8 ½ " x 11").
- ☐ 4 copies of the grading plan (folded 8 ½ " x 11"), if there will be any cut and fill on the site or if the site is located within a Hillside Development Zone. Show how any cut/fill visible from the Scenic Route will be treated.
- ☐ 2 copies of NPPO plan (folded 8 ½ " x 11").
- ☐ 2 topographic maps of the site (folded 8 ½ " x 11") if not shown on the grading or site/development plan.
- ☐ 2 sets of color photographs of the site with photo orientation.
- ☐ 2 copies of the Pima County Assessor's property information (current printout).
- ☐ 2 copies of the Pima County Assessor's map for the property.
- ☐ 2 copies of the letter sent to the surrounding owners, the neighborhood associations, and the Council Ward Office.
- ☐ 2 copies of the notarized statement, with the mailing list attached, stating that the letter was sent.  
**NOTE:** Mailing list must be compiled by the City of Tucson Development Services Department, as lists compiled by applicant will not be accepted.
- ☐ 2 copies of the summary of the meeting with the surrounding property owners, including the names of those who attended the meeting.
- ☐ Overlay Review Fee (Staff Review = \$330.00; Notification Fee \$220.00; Archive Fee 16.50; Total = \$566.50)

### SCZ & HDZ ONLY:

- ☐ 4 copies of elevations of buildings or structures (including signs and freestanding walls). Information concerning materials and colors and how height restrictions are met must be included.
- ☐ 3 sets of paint and/or material samples (Color Palette).

### ERZ ONLY:

- ☐ 4 Mitigation Plan. (Land Use Code 2.8.6.5.D & Development Standard 2-13.2.2.B.2.)
- ☐ 4 Environmental Resource Report – Land Use Code 6.2.5 & Development Standard 2-13.2.2.B.1

### WASH ONLY:

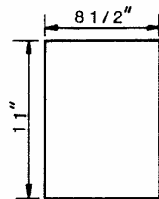
- ☐ 4 Mitigation Plan. (Land Use Code 2.8.6.5.D & 2-13.2.2.B.2.)
- ☐ 4 Plant habitat inventory.
- ☐ 4 Hydrolic report.

### HDZ ONLY:

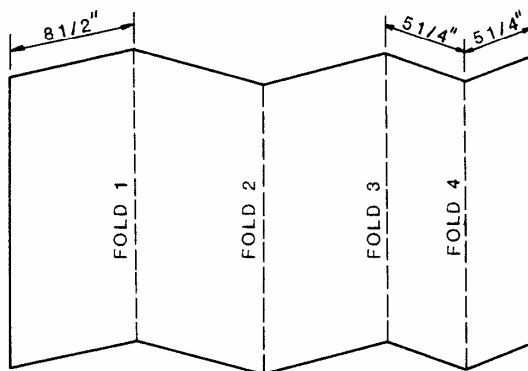
- ☐ 2 Cross Slope Analysis.
- ☐ 4 Elevations and details for retaining walls, rip rap and slope stabilization if applicable.

## STEP 1

Using an  $8\frac{1}{2}" \times 11"$  size sheet of paper as a guide, make folds 1, 2, and 3.



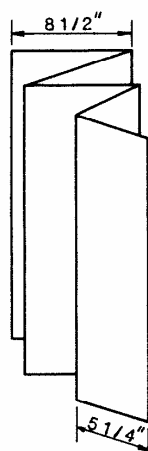
This instruction sheet is  $8\frac{1}{2}" \times 11"$  size.



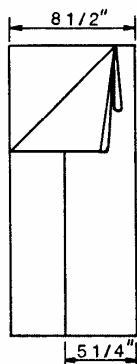
## STEP 2

Fold the remaining  $10\frac{1}{2}"$  in half; this completes fold number 4.

## STEP 3

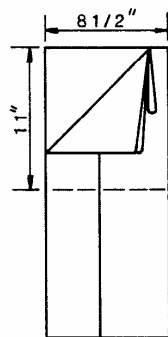


With the  $5\frac{1}{4}"$  fold to the right

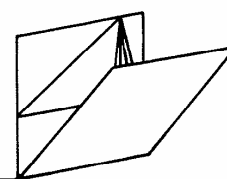


Fold down the corner, all but the last panel.

## STEP 4

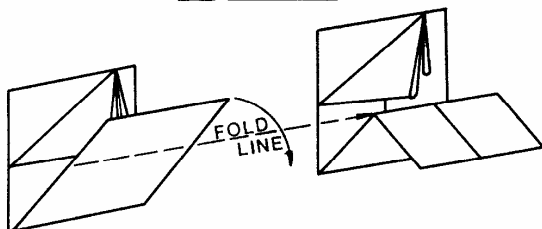


FOLD LINE



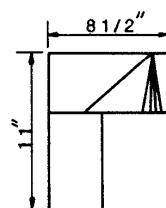
Fold the lower portion up.

## STEP 5



Fold the front part in half.

## STEP 6



The folded print should be  $8\frac{1}{2}" \times 11"$ .